



ITS

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# **Computer Basics MAC**

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# *Computer Basics MAC*

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For general information on Instructional Technology products and services please contact:

Miguel Guhlin, Director  
Instructional Technology Services  
Phone: (210) 527-1400  
Fax: (210) 281-0257  
Email: [mguhlin@saisd.net](mailto:mguhlin@saisd.net)  
Web site: <http://itls.saisd.net>

Direct any questions, comments or corrections to [mguhlin@saisd.net](mailto:mguhlin@saisd.net).  
Your assistance will be greatly appreciated.



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# *Food for Thought*

## **Things to consider prior to getting started with computer use:**

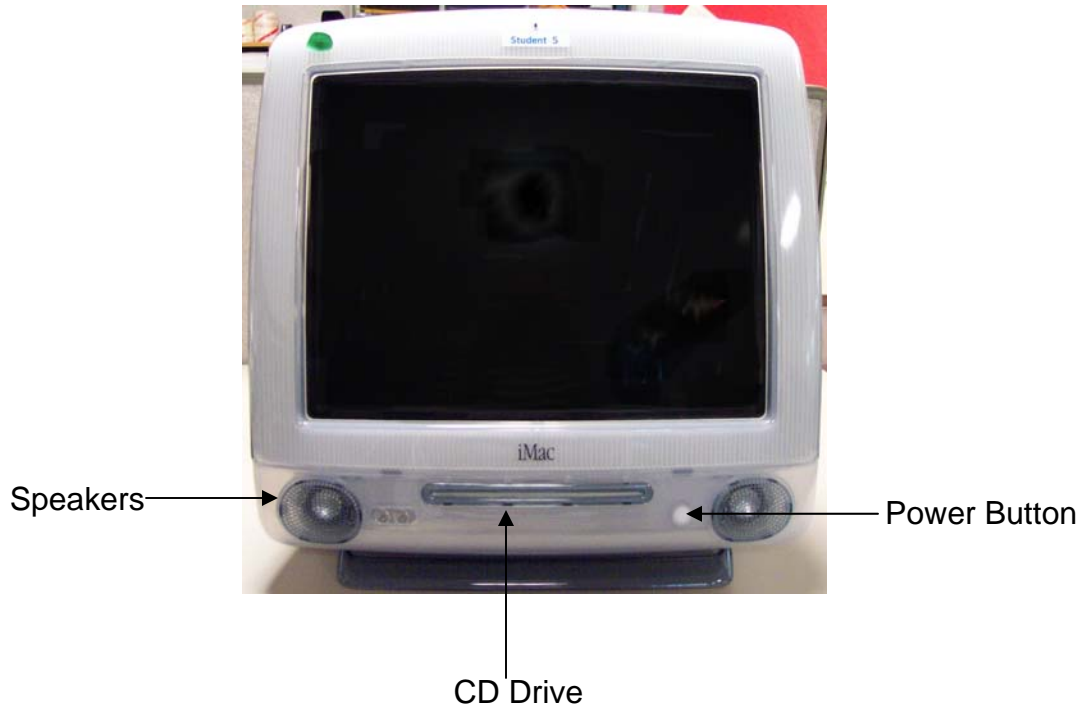
1. Inexperience in computer use is not a measure of intelligence or teaching ability
2. Keyboard keys do not exist that will allow you to destroy the workstation.
3. The ability to type is preferred, but not mandatory.
4. You can't hurt the mouse. Be Aggressive
5. You do not have to be an expert computer user to be efficient.
6. Learn through experimentation at your leisure, not during critical deadlines.
7. Learn the basics first, then move on to bigger things.

## **Purpose**

Computer Basics is designed to help familiarize teachers and administrators with the Macintosh Operating System (MACOS) and to provide basic instruction on computer use. This course will help users to understand the fundamentals of using the computer while also helping users feel more comfortable. Throughout this course, users will learn to manage files and folders, create documents, and utilize special features provided within the MAC OS.

# *Computer Identification*

## **Hardware Components**



## **NOTES:**

## Peripheral Devices

Peripheral Devices are items that are connected to a computer. Items can include:

1. Monitors
2. Keyboards
3. Mice
4. Speakers
5. Printers
6. Sync Stations
7. Modems



## Software Applications

Software applications are the mechanism that the computer uses to create products. Examples of software applications include:

Microsoft Word  
Microsoft PowerPoint  
Inspiration  
Internet Explorer  
Window Media Player  
Printer Drivers  
Dreamweaver MX  
Adobe Photoshop

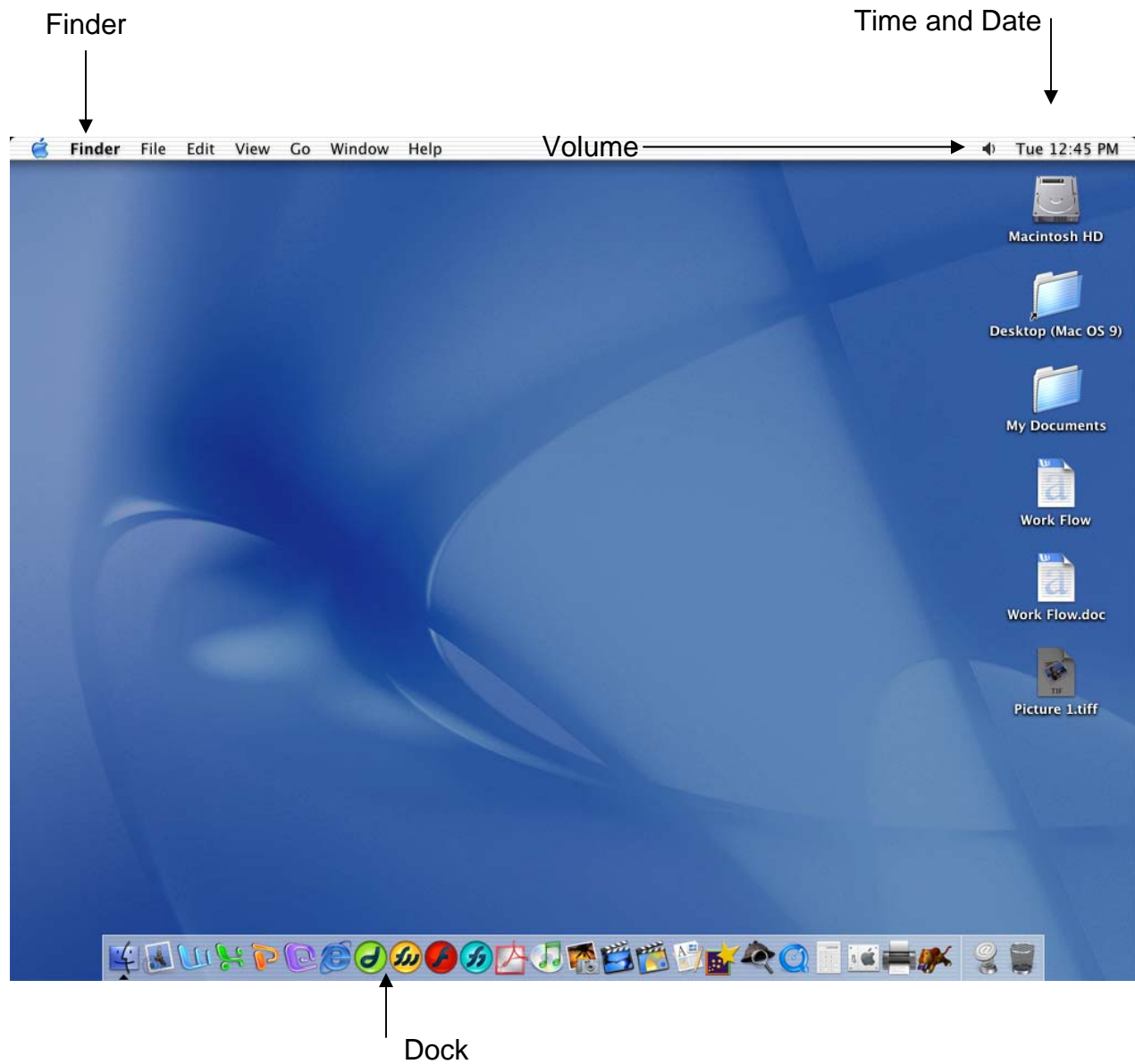
Most software applications are based on a GUI (Graphical User Interface) which makes use easier for novice users.

## Turning on the Computer

1. Press the Power Button located on the front of the computer
2. The monitor will turn on automatically. The system is totally intact



# Operating System





## Components of the Mac Desktop

**Desktop:** The desktop is the background area on your screen, where you work with icons, folders, and disks.

**Finder:** The Finder program displays the desktop and keeps track of your files and disks; it is located in the System folder.

The finder is always open (although it may be hidden). You can usually make the Finder the active program by choosing it from the Applications menu in the upper-right corner of the screen), clicking on an icon on the desktop, clicking the desktop, or clicking a disk or folder window.

**Icon:** An icon is a picture that represents a disk, program, document, or folder. You work with these items (for example, open, copy or move them) by manipulating their icons.



**Window:** A window is a rectangle on the screen that displays the contents of a disk, folder, or document. For example, when you double-click a folder to open it, the folder's window opens and displays the items inside the folder. (See *Anatomy of a Window*)

**Menu:** You use menus to choose a command to tell your computer what to do.

**Menus** reside in the **menu bar** at the top of the screen. To use a menu, press the menu title to open it, the menu "pulls down" and then drag the mouse pointer to the command you want.

Menus *in windows* are identified by downward-pointing triangles; these menus "pop up" when you click them.



Pull-down menu



Pop-up menu

**Dialog Box:** A dialog box is a window that appears when the computer needs your attention. Dialog boxes have buttons-such as **OK**, **Cancel** or **Save**-that you must click before you continue your work.



**Other Important Desktop Items:**

**Hard Drive:** Where files, folders, and applications can be stored-it is the main storage for your computer.

**Trash:** The container where you drag files which you want to remove **permanently**.

## Control Click

Using the control button on the keyboard and clicking with the mouse will provide drop down lists for users to obtain information about objects.

1. Hold down the Control Key on the keyboard
2. Click with the mouse
3. Choose the option desired.



## NOTES:

# Software Applications

## Opening a Program

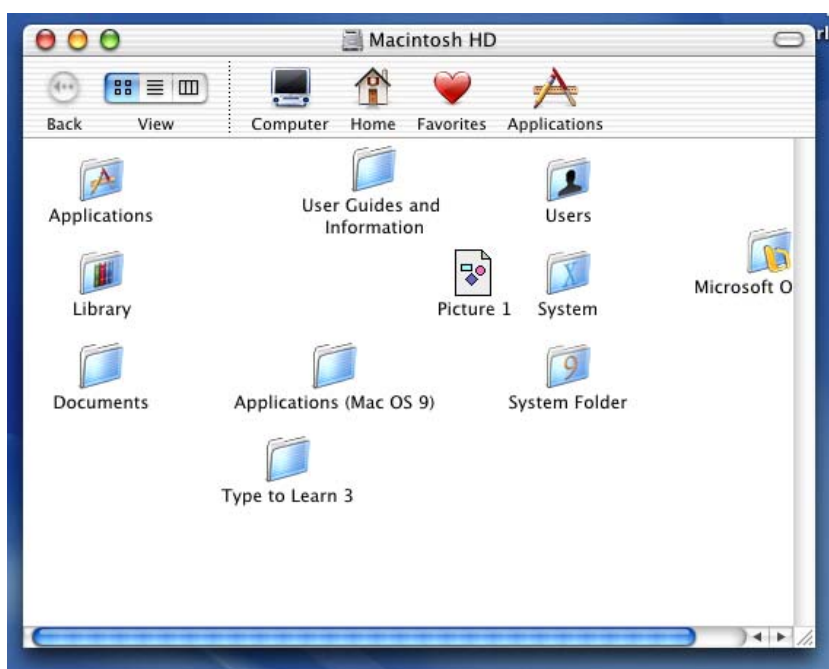
There are several ways to open programs in the Macintosh operating system. Use whichever method is quickest for the given program.

**Method 1 through drive structure:** Open your hard drive (or a diskette if one is in the machine) by clicking its icon. Move down through the drive structure, double-clicking open folders and subfolders until the program you want to run appears. Double-click on it to run the program.

**Method 2 through Apple menu:** Pull down the Apple menu (under the Apple icon on the left side of the Menu bar) by clicking and holding down the button on the Apple icon. Underneath it appears a list of programs (or directories of programs) which can be opened by moving the pointer over them and letting the button go. The “Macintosh HD,” “Recent Applications,” and “Recent Documents” directories are particularly useful.

**Method 3 through Alias icon:** If somebody has gone through the process of making an Alias (we’ll explain it later), a program can have an icon on the desktop. Double-clicking this icon will start the program it represents.

**Method 4 through Dock Icons:** The Dock can be created to contain shortcuts to the applications most used.



## Working with Windows

Windows are boxes that display text, graphics, and icons. When you doubleclick on a folder, the folder's window opens and displays the items inside the folder.

### Sizing a Window

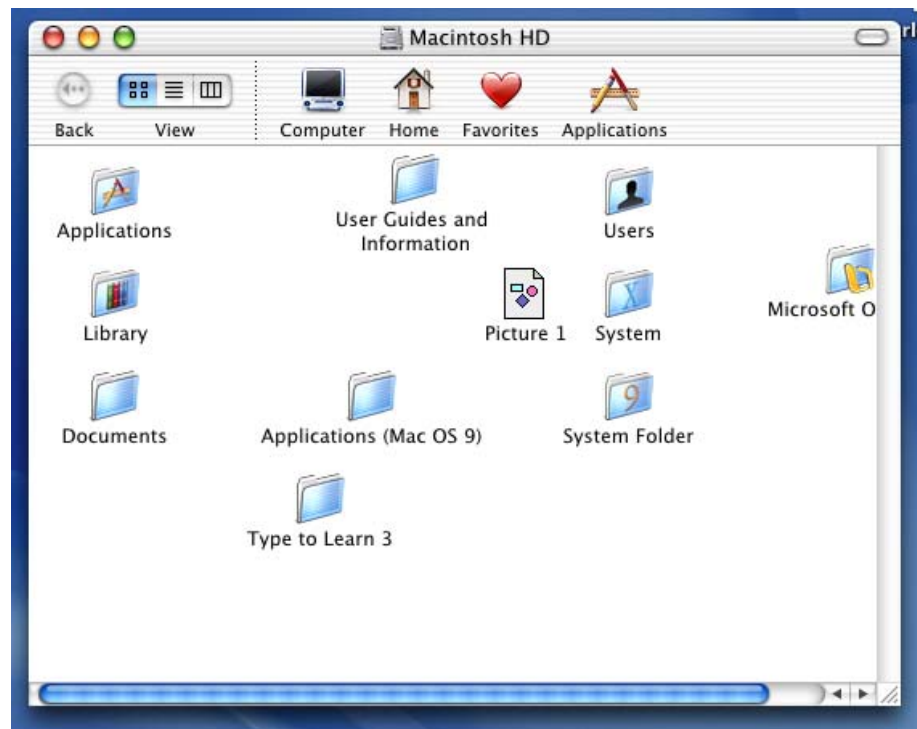
Sometimes a window is either smaller or larger than you would like it to be. At that point, you will need to do some resizing.

1. Click the box in the upper right corner of a window to maximize it.
2. To resize, click and hold down on the box in the lower right corner and drag to the desired size.

### Moving a Window

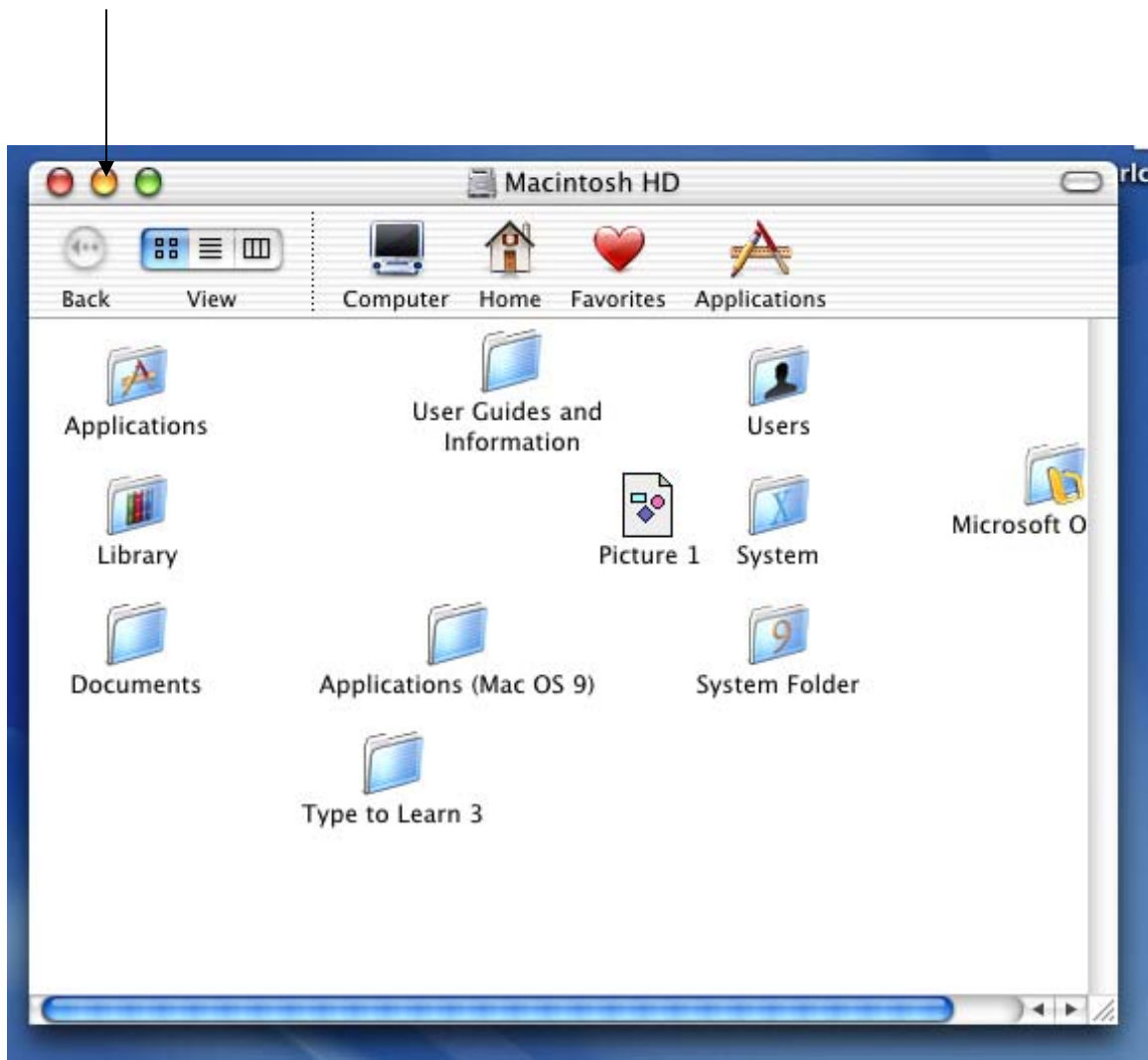
It is also useful to be able to move a window to a different part of your screen. This way, multiple windows can be positioned to be seen at the same time. Mac put a *title bar* at the very top of each movable window. It's usually gray with darker horizontal lines.

Click and hold down the button on this bar. Drag the window to any screen location. Note that you can drag windows to places where part of the window is off the screen. Be careful about doing this. You especially want to keep the title bar, scroll bars, and menu on the screen.



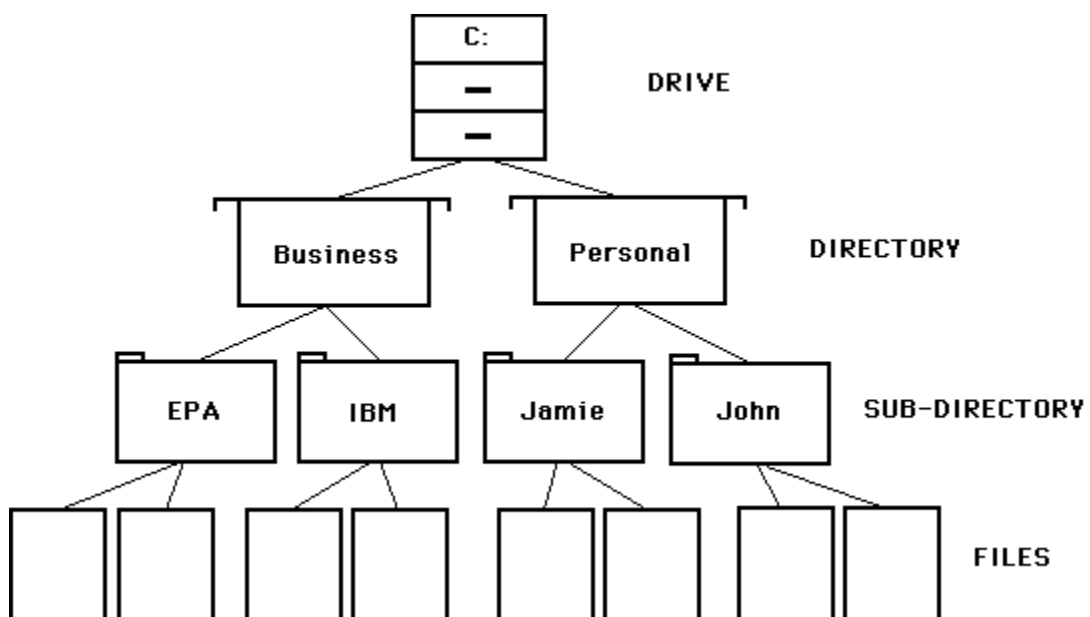
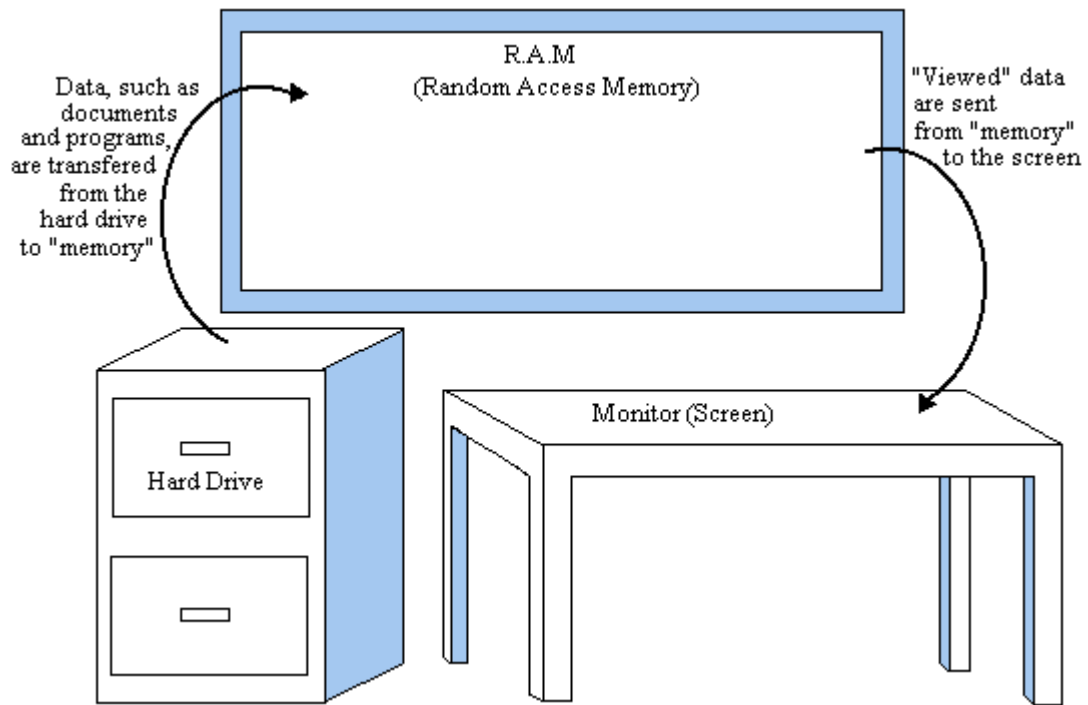
## Minimizing or Hiding a Window

It's also useful at times to make a window disappear without closing the program. This is done when you will be coming back to a program, but want it out of the way for the moment. If you aren't coming back soon, close the program so it doesn't affect the speed and stability of other programs.



# File Storage

## Storage Hierarchy



## Files and Programs

Think of a program as a tool. It performs a function, but it isn't that function. A typewriter is not a letter to a friend. An oven isn't a casserole. The file (also called a document in some cases) is like the letter or the casserole; it's the product of the program. You need the program to make the file, but the program isn't much until you produce something with it. After starting a program, you either make a new file, or open one that is already partially made. So really, when you want to produce something with a computer, you have to open two things: the program and then the file to work on.

### How Drives Are Organized

Computer storage is modeled after a filing cabinet. It is composed of drives. Think of drives as drawers in the file cabinet. You can look in them one at a time. Select a drive, and inside that are folders. The folders are alphabetized. Some have documents in them. Others have subfolders within the folders. You look through folders and subfolders until you find the document or program you want, and then select it so you can work with it. When finished, it's stored back in the drive, and you get another document or close the computer for the night. In Macintosh, you start with the icon for the hard drive. Read the next few pages to learn how to use either.

### Pathnames

We have mentioned before that computer storage is modeled after a filing cabinet. Each drive is like a drawer. Each drive contains folders, some of which contain subfolders. There is a way to write directions to find any file within the substructure of your computer storage. These directions are called a *pathname*.



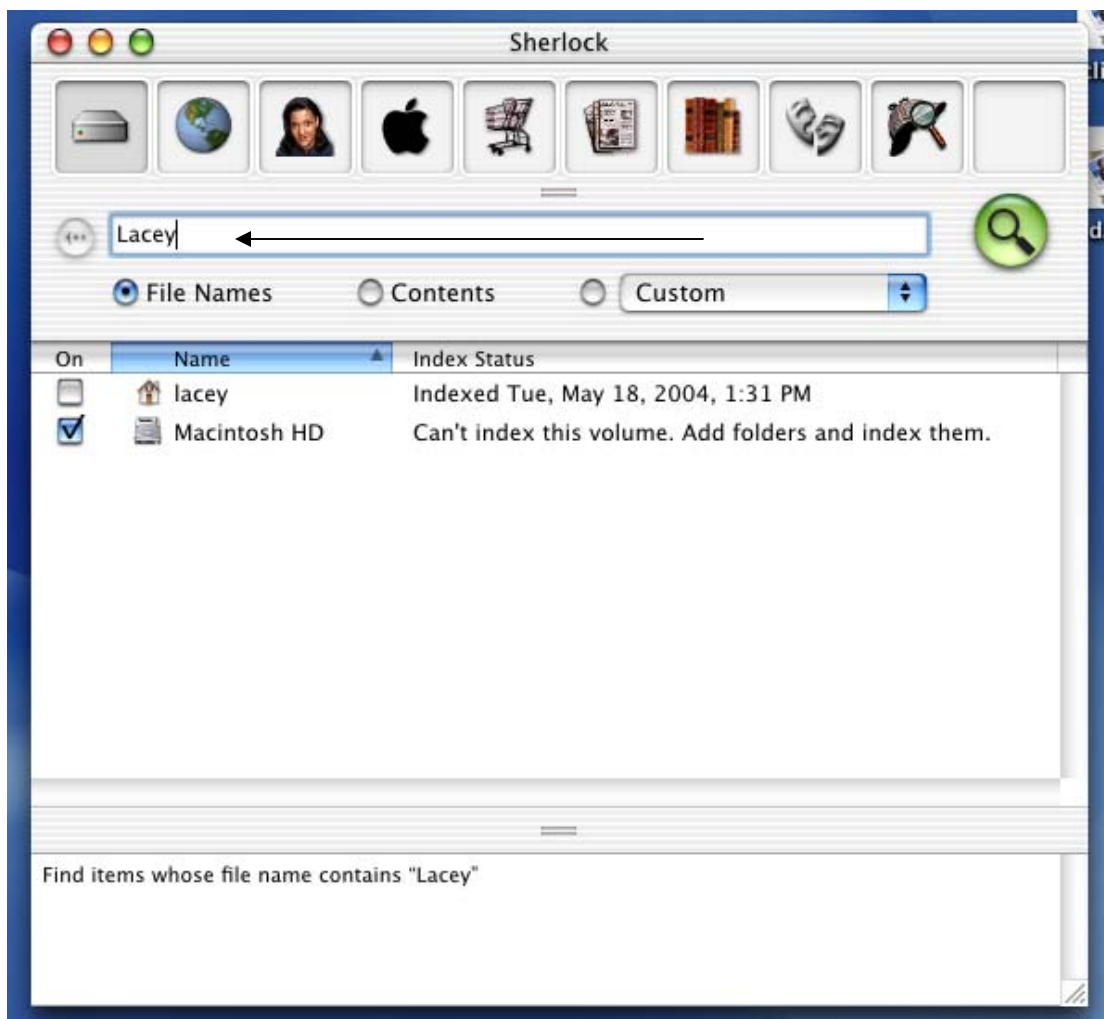
## Finding Files and Folders

**Sherlock** is the program that is used to find files or folders on a MAC OSX, previous versions will use File Finder.

1. Go to the Finders
2. Choose **File**
3. Select **Find**

This action will open the Finder or Sherlock

Once the Find program has been opened, type the name of the object you want to locate.



## Moving Files

To move a file from one location on your computer to another, first find the file in the Macintosh hard drive. Then:

Drag the file you want to move onto the Desktop. Navigate in your Macintosh hard drive until you find the folder where you would like to move the file. Drag the file back off the Desktop and into the new file. To move the file to a diskette, insert the diskette and then drag the file over the diskette icon and drop it.

## Copying Files

Sometimes it is convenient to have two copies of the same program or file in two different places for ease of access.

Highlight the name of the file you want to copy on your hard drive. From the “File” menu choose “Duplicate.” This creates a new copy of the file next to the old one. Drag the second copy to the location where you want it, and drop it in.

## Creating Aliases

Instead of copying files, it is probably better to create an Alias (Mac name). This is a pointer to the original file or program that can be placed anywhere on your system. It only takes up a tiny bit of space, and for that reason is better than a full copy of the original.

You should put Aliases for all of your frequently used programs on the Desktop. This gives you quick double-click access to all your favorites. You can also put them in other directories on your system to make easy access. If you forget where a program is in one place, you can find it in another! Please note however, that an Alias on a diskette cannot find the program it points to when the diskette is put in another computer.

To make an Alias, highlight the program you want to make an Alias of by clicking on it (once). From the “File” menu, choose “Make Alias.” Drag and drop the Alias wherever you would like it on your system.



## Deleting Files

It is a good idea to delete unused files. This frees space on your computer and allows it to run more efficiently. If you never deleted anything, you would eventually bring your computer to a standstill. However, you must be careful not to delete too much. Most of the files on a computer look unimportant, but if you delete them, programs stop running. For that reason, you should only delete:

- Files that *you* created that you no longer intend to use, or
- Whole programs that you no longer intend to run

The operating systems have some protections to stop you from deleting the most critical files, but these aren't hard to overcome if you start throwing things away madly.

To delete a file, find the file or files that you want to delete.

Drag them over the "Trash" icon on your Desktop and drop them in.

The file will stay in Trash until you empty it for added protection. If you decide to take something out of Trash, double-click the Trash icon, find the item, and drag it back to the location where you want it on your system.

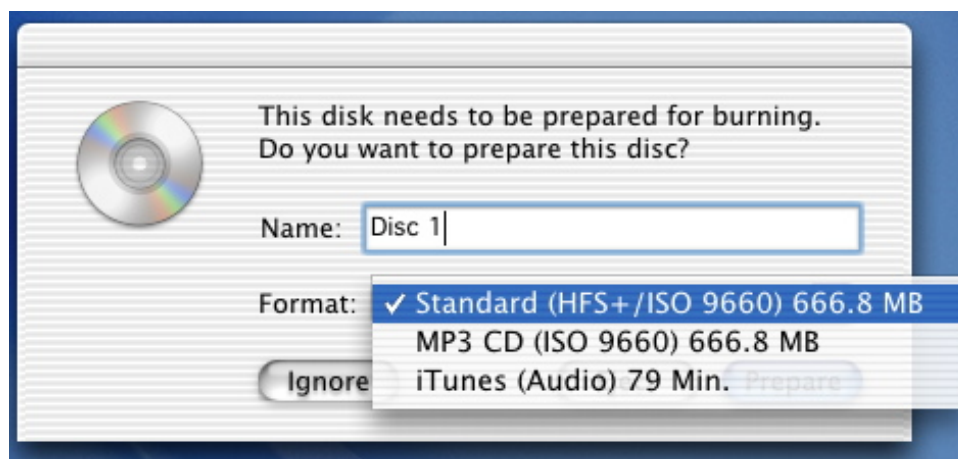
## Backing Up Files and Folders

### Opening the CD Drive

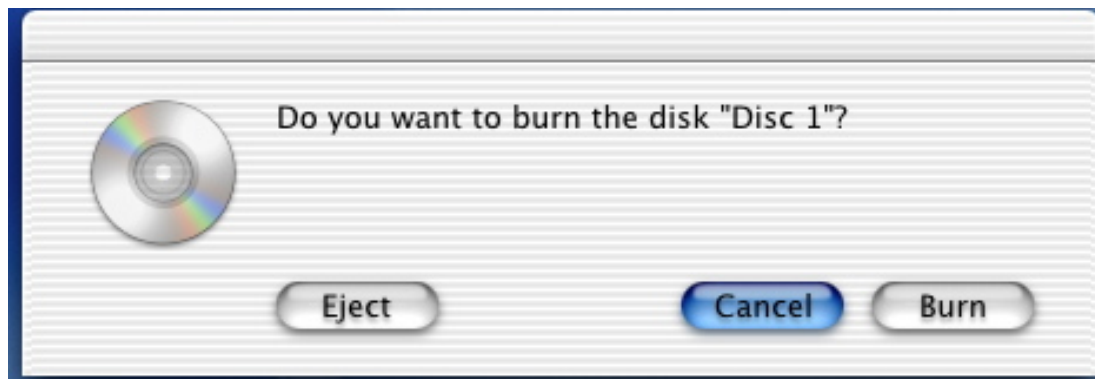
1. On the Keyboard, Click on the Eject button located in the top right hand corner of the keyboard
2. Place a blank CD in the CD Drive
3. Click on the Eject button again to close the CD Drive.



4. The computer will recognize that the CD needs to be formatted and a dialogue box will appear asking how you would like to format the CD.
5. Enter a name for the CD in the Name Box
6. In the format box, choose a format style
  - Standard will be for data files
  - MP3 is for music
  - iTunes is also for music
7. Click **Prepare** to continue the disc creation



8. After the format is complete, the CD will appear on the desktop.
9. Drag and Drop files you want on the CD over the CD icon to add the information to the CD
10. When you have completed adding the information to the CD Drag the CD to the Trash Can to Eject
11. A dialogue box will appear asking if you want to “burn” the CD. This is to prepare the CD to be used on any computer
12. Click **Burn**



13. The CD will complete the writing process
14. When the CD is complete, it will eject from the CD Drive

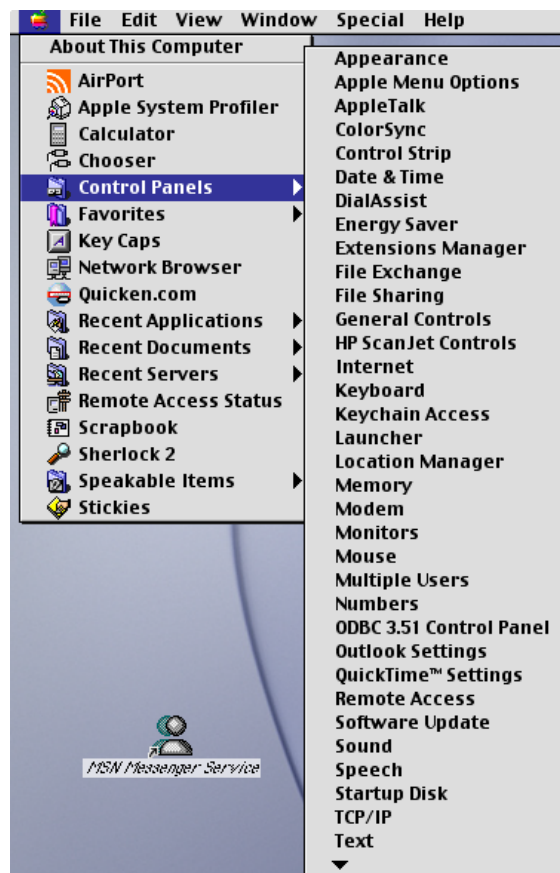
# System Preferences

## Personal Options

### OS X



### OS 9

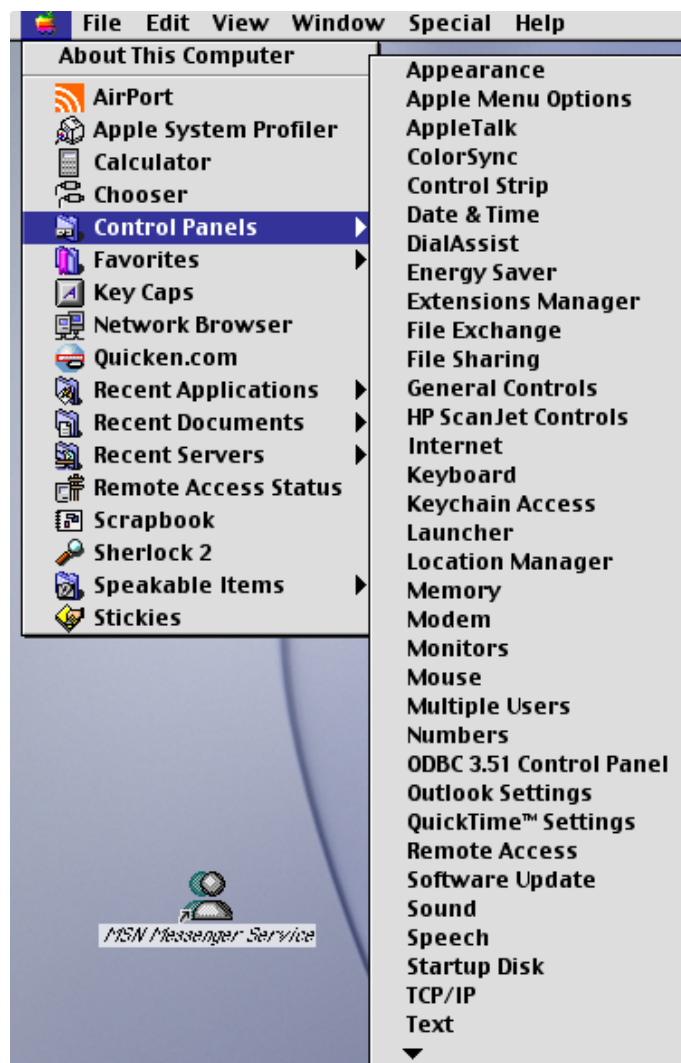


## Hardware Options

### OS X



### OS 9

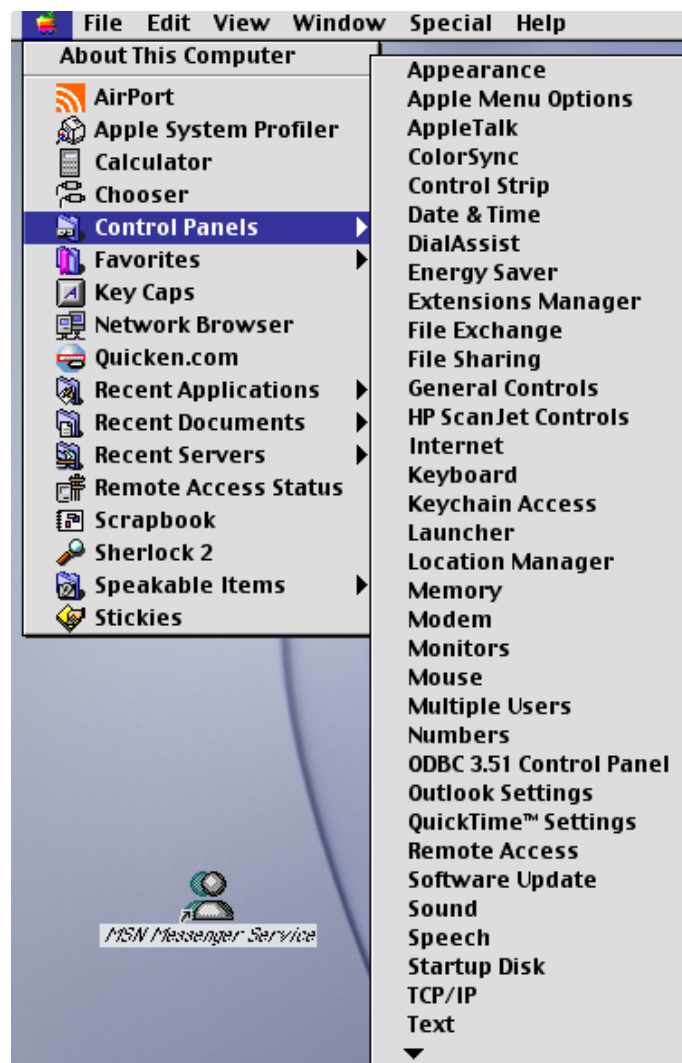


## Internet Options

### OS X



### OS 9





## System Options

OS X



# *Shutting Down*

Turning off the Macintosh properly is important to the life of the computer.

There are several options available:

1. Restart
2. Log Off
3. Shut Down
4. Force Quit